

Required Training Addendum: *Teaching for Anticipated Emergencies (TAEs)*

Glucagon and Auto-Injectable Epinephrine

FOR SCHOOL PERSONNEL

June 2018



CREDITS

To the Oregon Department of Education's School Nurse Advisory Group (SNAG) for their persistence in developing efficient and effective training tools.

Note to Trainers:

This addendum is to be used only for those school personnel that are being trained about glucagon and auto-injectable epinephrine. ***If school personnel are designated to administer other medications in the school setting, they must be trained using the full Medication Administration protocol.***

Addendum Learning Objectives

As a result of this training, participants will:

- Be able to recognize potential side effects of glucagon and auto-injectable epinephrine and know what to do if side effects occur
- Know how to document the administration of glucagon or auto-injectable epinephrine
- Use the "6 Rights of Medication Administration" appropriately and consistently

I. Introduction

Legal References

ORS 339.869 requires school personnel to receive appropriate training to administer medication to students. However, the trainings for Life-saving treatments associated with **ORS 433.800-433.830**, *Treatment of Severe Allergic Reaction and Training Protocol for Emergency Glucagon Providers*, do not include all of the medication administration requirements for school employees. This addendum consists of school-specific knowledge and skills to accompany the trainings indicated.

II. Emergency Medication in the School Setting

In an emergency situation:

1. Ensure that EMS (911) is activated.
2. Have someone retrieve automated external defibrillator (AED).
3. Notify school nurse and parent as soon as possible, after initiating emergency care of the student.

Medication: any drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally but not injected except for premeasured doses of epinephrine for a severe allergic reaction, medication to treat adrenal insufficiency, and glucagon to treat severe hypoglycemia.

All medication has the potential for side effects – promptly report any unusual symptoms or behaviors to the school nurse or building administration and parent/guardian.

- Epinephrine: fast heartbeat, sweating, weakness, dizziness, anxiety
- Glucagon: nausea, vomiting, fast heartbeat.

1) Prescription medications

- a) Any medication that under federal law requires a prescription from a prescriber licensed in Oregon.
- b) Includes glucagon and auto-injectable epinephrine.
- c) Must be prepared and labeled by a registered U.S. pharmacist.
- d) To administer glucagon or auto-injectable epinephrine, school personnel must have the following:
 - i) A written request from the student's parent/guardian which includes signed permission for school staff to administer the medication.

- ii) Prescriber's order
 - (1) Pharmacy label on the package counts!
 - (2) A prescribed medication can only be given to the individual for whom the medication was prescribed.
 - iii) **Oregon law allows for 'stock' auto-injectable epinephrine to be administered to anyone experiencing signs/symptoms of a severe allergic reaction, even if they don't have their own prescription.**
- 2) Student self-administration
- a) While a student may be allowed to self-carry these medications, they will likely be unable to self-administer during a severe allergic reaction or severe hypoglycemia.

III. Administering Emergency Medications

In an emergency situation:

1. Ensure that EMS (911) is activated.
2. Have someone retrieve AED.
3. Notify school nurse and parent as soon as possible, after initiating emergency care of the student.

The "6 Rights" of medication administration

Before giving any medication, follow the "6 Rights".

- 1) Right Student
 - a. Confirm the individual's identity.
 - b. If you are unsure as to the identity of the student, DO NOT GIVE the medication, **except** for non-student-specific auto-injectable epinephrine.
- 2) Right Medication
 - a. Make sure you are administering the correct medication based on symptoms that you have been trained to recognize and treat.
- 3) Right Dose
 - a) Verify the medication dosage with the prescription label.
- 4) Right Time
 - a) The right time is NOW, if they are experiencing a severe allergic reaction or severe hypoglycemia.

5) Right Method

- a) Injection per your training.

6) Right Documentation

- a) Document medication administration according to district procedure.

IV. Safe Storage and Monitoring Supplies of Medication

1) Store all medication in its original container

- a) Parent, guardian or designated adult must always bring medication to school in original labeled containers.
- b) Do not give if expired.

2) Medication should always be stored in a secure manner.

3) Designated school personnel will be responsible for monitoring all medication supplies and for ensuring medications are secure at all times.

V. Documentation

1) Documentation is required when medication is administered, per District policy/procedure.

- a) Typical method is to sign with time given and your initials immediately after administration.
- b) Include any variation in administration within your documentation.
- c) Document the transfer of responsibility to EMS and/or parent.

2) Confidentiality

- a) Student health records are part of the education record and must be kept confidential. Access shall be limited to those designated school personnel authorized to administer medication to students, the student, and the parent/guardian. Information may be shared with school personnel with a legitimate educational interest, or others authorized by the parent/guardian or student in writing.
- b) However, information can be shared with appropriate parties if it is necessary during an emergency. According to FERPA, "an education agency or institution may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals".

VI. Summary

For the health and safety of students, school personnel must follow the relevant laws, rules, and district policies related to medication administration.

- Education laws related to medication administration - ORS 339.866 – 339.874
- Department of Education medication rule – OAR 581-021-0037
- Public Health laws regarding Lifesaving Treatments when licensed healthcare professionals are not immediately available – ORS 433.800 - 433.830
- Oregon Health Authority rules: Training on Lifesaving Treatments – OAR 333-055-0000 – 333-055-0115
- District policy - JHCD and JHCD-AR